

Standard Relocation Benefit Package for Transfers

A Transfer is a government employee transferring between agencies or within an agency.

- Relocation Trip - Transportation and travel of the employee and family to the new duty location.
- Transportation of Household Goods - Shipment of household goods (not to exceed 18,000 pounds) by government bill of lading or personal commuted rate schedule to the new duty location.
- Storage of Household Goods - Storage of household goods in transit until a permanent residence is established. Allowance is limited initially to 90 days; an extension may be requested, if necessary.
- Relocation Income Tax Allowance (RITA) - Amount paid to an employee at year-end to cover the estimated additional tax liability resulting from moving expense reimbursements not already covered by the WTA.
- Withholding Tax Allowance (WTA) – An allowance added to taxable reimbursements prepared throughout the year to offset the employee's estimated Federal income tax withholding liability.
- Temporary Quarters Allowance - Reimbursement for the employee and family for the expenses of occupying temporary quarters during the course of their move. This allowance can be based upon actual expenses not to exceed 60 days or a fixed allowance not to exceed 30 days. Extensions for temporary quarters for actual expenses may be requested, if necessary.
- Real Estate Expenses - Reimbursement of certain expenses related to the sale of a residence at the old duty station and/or a purchase of a residence at the new duty station.
- Miscellaneous Expenses - A one-time allowance for expenses relating to relocation of your household. Single employees receive \$500 and employees with a family receive \$1,000.
- Househunting trip – May be allowed at the discretion of the individual agency. The temporary quarters allowance may be reduced or eliminated if a househunting trip is authorized.